

4. Ensuring Compliance

Geocomp/GeoTesting takes seriously the need for each employee and subcontractor to comply with safe work practices. To achieve our HS&E Program goals, we must ensure that all employees and subcontractors conduct themselves in a safe and healthful manner at all times. The following are some of the approaches Geocomp/GeoTesting uses to ensure that all employees know and understand the necessary safe work practices, but most importantly – how to apply them to their daily work activity.

Disciplinary Action Program

There is a single disciplinary action program that applies in general to all job performance issues. It does not differentiate HS&E from the performance of other essential job functions.

Employees are informed of safe work practices at the time of hire. Geocomp/GeoTesting Managers will complete a New Employee Follow-up Assessment for each new hire under their control. This document will assist in determining the current safety awareness and future safety training needs.

Employees are to be trained for their assigned tasks. As part of this, it is their immediate manager's responsibility to also advise them on any safety hazards that may exist regarding their operations and how to protect themselves and their coworkers.

Managers are responsible to monitor employee work practices and make on-the-spot corrections including those relating to unsafe practices within our facilities, on job sites, and at customer project sites.

Progressive discipline is applied in all cases where any company rules are violated. The following basic approach will be applied in dealing with all disciplinary issues. Geocomp/GeoTesting expects all employees to comply with company Policies and Procedures. Violation of Geocomp/GeoTesting Policies and Procedures may warrant disciplinary action. Geocomp/GeoTesting has established a system of progressive discipline that includes verbal warnings, written warnings and suspension and/or termination. These apply to all job activities including attention to HS&E responsibilities.

Managers will be subject to disciplinary action for the following reasons, but not limited to:

1. Repeated Safety Rule violations by their crew on the job site;
2. Failure to provide or ensure adequate training to their employees prior to job assignments;
3. Failure to report accidents or incidents and ensure the provision of medical attention to employees injured at work;
4. Failure to control unsafe conditions or work practices on the job site; and
5. Failure to maintain good housekeeping standards and cleanliness on the job site.
6. Failure to remove subcontractors and/or their employees from the job site if they are found to be repeatedly violating established safety rules and/or creating or failing to correct significant hazards.